



**FORENSIC
TECHNOLOGY**

Buyer

Job summary

Reporting to the Procurement Team Lead, the Buyer position is a key role within our strategic plan for Supply Chain management. Excellent organizational skills, ability to balance short-term priorities and exceptional information analysis skills are a necessity. Key objectives will be achieving/improving/exceeding targeted customer service levels and managing inventory levels.

Roles et responsibilities

- Coordinate inventory planning and replenishment of raw materials and components in conjunction with our Logistic Team Lead.
- Communicates design changes to suppliers and adjusts plan for costs and lead times.
- Participates in the evaluation and recommendation of material/product disposition for time-line to deplete the inventory and/or obsolescence of material/product being discontinued or phased-out.
- Maintain strong working relationships and communication with manufacturing and key suppliers to confirm production/shipping schedules.
- Monitor open purchase order for all orders to ensure on-time deliveries.
- Proactively report product and material availability issues.
- Investigates and resolves issues related to past due shipments and material shortages.
- Create, revise and maintain a Master Sourcing Plan for designated products that includes materials reorder point, materials lead times, manufacturing lead times and delivery transit times.
- Inventory Management: Support reporting, inventory parameters, reduction and reserve percentage measurements, Product Life Cycle management.
- Maintain purchase order status and shipment tracking information in Great Plains
- Supplier Management: Request For Quotation, Cost saving initiatives, Negotiations, Supplier relationship/evaluation.
- Develop, monitor and pursue tactical initiatives/projects with suppliers that meet corporate goals on inventory management.
- Participate in disposition of non-conforming parts, taking into consideration cost and delivery impact.
- Must comply with applicable ISO procedures.
- Maintain the highest ethical standards, even when challenged from upper levels.

- Complete special projects and assignments as requested. Update non-conform data in the JIRA program in conjunction with Logistics and Production.
- Prepare the agenda for the bi-monthly Product Non Conform (PNC) meetings.
- Prepare the PNC quarterly report and present to the committee.
- Responsible for the maintenance and updates of the purchasing inbox contacts.
- Participate in various projects regarding the organization of the purchasing department's information (i.e. Contact information, PO filing system and information updates).
- Register new employees on the travel approval and car rental lists and maintain updates.
- Process requisitions for non-production purchases into Purchase Orders.
- Research information for other departments for non-production purchases.
- Compile data and closely follow purchasing activities in the South African office branch to ensure the selected suppliers are meeting the minimum requirements of the BBBEE (Broad-Based Black Economic Empowerment).
- Participate in the monthly BBBEE meetings. Update and advise Committee on status and provide recommendations for future purchasing activities.

Key qualifications

- Ability to work with minimal supervision.
- Great Plains system experience preferred.
- Microsoft Excel - Mid level experience required.
- Strong analytical, planning and organizational skills.
- Effective negotiation skills.
- Strong interpersonal and communication skills (oral & written in French and English).
- Self-starter with ability to work independently under pressure and react quickly to changing priorities.

Education & Experience

- College Degree in Business, Operations or Supply Chain
- 3-5 years' experience
- APICS CPIM/CSCP, CPSM certification completed or in process, preferred.
- Knowledge and understanding of Supply Chain concepts and application.
- Previous planning and scheduling experience in manufacturing environment preferred.

Does this career opportunity interest you? Please send your resume to:
CareersMTL@ultra-ft.com and specify the job title in the Subject box of your e-mail.

Ultra Electronics Forensic Technology offers an excellent package to their employees, including a: competitive salary, wide range of group insurances, participative retirement savings plan with employer match, discretionary bonus plan based on performance, condensed summer work schedule to take advantage of a longer weekend, stimulating work environment with a diverse culture combined with a proactive social club, casual dress code, and stock purchase program.

Since we work closely with governmental law enforcement agencies, we are obliged to meet their criteria. To qualify for a position with FT, it is required that you must be a Canadian citizen and have the legal right to work in Canada permanently. You will be required to complete governmental questionnaires and obtain a security clearance. This is designed to verify that you meet a level of dependability and integrity for our customers. As part of the selection process, candidates will be required to consent to a review of your background relevant to the position being filled. This review will be conducted prior to any job offer. Specifically, this audit may include obtaining previous job references, confirming completed educational studies, identifying a clear criminal record, as well as, having a good credit history.

Please note that we may be receiving resumes from internal candidates and external applicants. Internal candidates are required to submit an internal application with your resume, to be considered. Therefore, we will only contact the most qualified potential candidates for this position.

As an employer, we promote equal opportunity and we are committed to promoting fair and equitable representation of women, Aboriginal people, persons with disabilities and visible minorities.

**** In this document, terms used to refer to persons are taken in the generic sense; they have both a feminine and a masculine value. ****

Listed in the best employers, small and medium-sized businesses in Canada, Ultra-Forensic Technology pioneered automated ballistics identification 25 years ago and continues to be a leader in ballistics and firearms identification technologies that promote a safer society. We partner with hundreds of public safety agencies in over 70 countries and territories, providing cost-effective and sustainable solutions. With vast experience in scalable-networked solutions, we employ a dedicated team of engineering, scientists, firearms specialists and other professionals around the world.

At Ultra Electronics Forensic Technology we steadfastly believe that technology is critical to winning the war on crime and are committed to research and development that aid in the creation of new crime-fighting solutions. We pride ourselves on the fact that our award-winning technological innovations have aided public safety agencies in solving thousands of crimes worldwide.